

PERSONNEL Approved: <i>[Signature]</i>	POLICY AND PROCEDURE MANUAL Extended Travel Compensation	No. 805-8 Date 12-19-58 Page 1 of 3 New
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GENERAL:

This policy covers compensation for eligible employees who are required to spend an extended time away from the Norwalk area. Sales personnel are excluded from this policy.

1. CLASSIFICATIONS OF EMPLOYEES:

An employee, to be eligible, must be assigned to one of the following classifications:

- (A) Temporary Duty (Field Status). This will include all employees who make frequent trips of varying duration requiring absence from home.
- (B) Extended Change of Station. This classification includes employees who are assigned to a location away from the Norwalk area for an extended period. For the definition of this policy, the word "extended" shall mean any assignment of six months or longer.

Assignment of an individual to either of the classifications which make him eligible for extended travel compensation will require the approval of the employee's supervisor and cognizant Department Director.

2. ELIGIBILITY FOR EXTENDED TRAVEL COMPENSATION:**Temporary Duty (Field Status)**

An employee shall become eligible for extended travel compensation when he spends a minimum of 35% of his work schedule in any three month period away from the Norwalk area. Eligibility will be determined monthly on the basis of activity during the preceding three months.

Extended Change of Station

Under this provision, an employee becomes eligible for extended travel compensation when he is assigned to a location outside the Norwalk area for a period of six months or longer.

3. EXTENDED TRAVEL COMPENSATION PAYMENT:

Employees eligible for extended travel compensation under the above

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provisions will be compensated in accordance with the following schedule:

TEMPORARY DUTY (Field Status)

- (A) Employees will be reimbursed for actual and reasonable travel expenses in accordance with existing Company policy.
- (B) Employees classified in hourly job classifications will be compensated for overtime for the actual hours worked in accordance with existing policy.
- (C) Hourly employees will be compensated 15% above base rate for domestic service for hours for which they are eligible. The adjustment for overseas service for hourly employees will be 25% above base rate for all eligible hours. Overtime will be computed on base rate, excluding adjustment.
- (D) Salaried employees will be compensated 20% above base rate for domestic service for all time for which they are eligible. The adjustment for overseas service for salaried employees will be 30% above base rate. No payment will be made for overtime unless such overtime is authorized and approved in accordance with Corporate policy.
- (E) The adjustment in compensation will be effective upon the employee's departure from Norwalk.

EXTENDED CHANGE OF STATION

- (A) On an extended change of station assignment a contract will be written with individual employees within the framework of this policy. In instances where circumstances dictate, Division Management may write special contracts beyond the limits established herein.
- (B) Employees will be compensated for expenses on a per diem basis, which will be determined in accordance with Corporate and/or Government policy established in the concerned areas. For required travel (of a non-local nature) away from the regularly assigned base, employees will be compensated for actual and reasonable expenses.
- (C) Employees classified in hourly job classifications will be compensated for overtime for the actual hours worked in accordance with existing policy.

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- (D) Hourly employees will be compensated 25% above base rate for both domestic and overseas assignments for all hours worked when assigned to an extended change of station status. Overtime will be computed on base rate, excluding adjustment.
- (E) Salaried employees will be compensated 30% above base rate for domestic and overseas assignments for all time for which they are eligible. This adjustment for salaried employees is all inclusive, and no payment will be made for overtime unless such overtime is authorized and approved in accordance with Corporate policy.
- (F) In the case of an extended assignment, the employee will be allowed a trip to his home at Company expense every two months. The time and length of the visit to the home area shall be dependent upon the contractual obligation with the customer. This will require prior approval by the employee's Supervisor. Extended travel compensation will not apply during the period employee is in his home area.
- (G) The adjustment in compensation will be effective upon the employee's departure from Norwalk.